

20 October 1959

MOVES FOR COLONEL GREGAN:

1. The suggested entrance for the Presidential party will be from the Memorial Parkway at the north end of the site as shown on Sheet A. The cars would then proceed to the ramp adjacent to the speakers' stand at the front of the building. The location of the ramp is also indicated on Sheet A.
2. Sheet B shows the location of the Presidential ramp with reference to the speakers' platform, the cornerstone, the proposed space for Press, TV, and photographers, the band, and the proposed location of seats.
3. The space on each side of the indicated seating area is approximately $\frac{1}{4}$ to $\frac{1}{2}$ feet higher than the area used for guest seating.

QUESTION FOR COLONEL GREGAN:

Where will the operating vehicles (such as TV mobile units), if any, for the press, TV, and photographers need to be parked? It is requested that arrangements be made for representatives of the press, TV, and photographers to meet with Agency representatives prepared to discuss power, lighting, telephone, and other requirements which must be installed within the next few days.

It will be noted that the space proposed for the press, TV, and photographers is approximately 18 feet wide and 50 feet long, and would be at the nearest point approximately 56 feet from the cornerstone and some 30 feet from the lectern on the speakers' platform.

Only the Presidential party or officials scheduled to occupy spaces on the speakers' platform will use the ramp designated as the Presidential ramp. (All other guests will use ramps to the high-level space as indicated on Sheet B.)

It is also proposed that the area back of the band and behind the seats facing the speakers' platform will be used as standing room for others in attendance. Space for approximately 850 seats will be available in the lower area. Standing room will not be available for other guests to the north of the seating area, where "forming and decking" are indicated on Sheet B.

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NO CHANGE IN CLASS ☐

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